

What Has CSSAC Done for Purdue Employees?

Major accomplishments initiated by CSSAC:

- Served on the Provost and Executive Vice President and Treasurer's Search Committees.
- Co-sponsored Health Benefits' Forums.
- Reduced the number of years of service needed to accrue four weeks of vacation.
- Established a personal holiday.
- Extended group medical and life insurance coverage for employees who retire early.
- Awarded grants totaling \$26,700 to 26 eligible employees and 43 eligible dependants, to be used during the 2007-2008 school year.
- Helped establish fee remission for the children of part-time staff members who are attending Purdue University.

This is only a partial list of accomplishments. Remember, these accomplishments began with ideas from Purdue employees like you who wanted to make Purdue University a better place to work.



CSSAC Subcommittees

Communication: The Communications Subcommittee's function is to improve communications between the CSSAC and constituents and the University community as a whole. The subcommittee is responsible for CSSAC presentations.

Discounts: Throughout the year, CSSAC's Discount Subcommittee works to expand the discounts that local businesses offer Purdue employees. Each fall, discount cards are sent to all employees. 70+ vendors participate in the program.

Grants: The Employee Grant Program and Dependant Grant Program offers clerical and service staff members the opportunity to apply for grants for them and/or their dependant children, which can be used toward creditable classes at Purdue University, West Lafayette Campus.

PEAP: Each year, the Purdue Employee Activity Program (PEAP) Subcommittee offers a variety of bus trips to areas of interest. PEAP has hosted trips to Chicago's Lincoln Park Zoo, Indianapolis Zoo, and shopping trips to Nashville, Indiana and downtown Chicago, IL. Watch for articles in *Inside Purdue* or information on the CSSAC web site regarding future trips.

How Do I Keep Informed about CSSAC?

On the SERCLE page of *Inside Purdue*, read about what happened at the most recent CSSAC meeting and its' policies and developments affecting clerical and service staff employees. Subscribe to the listserve to receive CSSAC minutes. (See web page for instructions).

If you have Internet access, CSSAC's homepage can be found at:

<http://www.purdue.edu/cssac>

Here you will find the names and phone numbers of CSSAC representatives, the most recent approved CSSAC minutes, employee discount listing, CSSAC meeting schedule, and other useful information.

No access to the Internet? Phone: Human Resource Services at 49-47383 for more information.

I have a suggestion. What should I do?

CSSAC sponsors **The Bridge**, a confidential suggestion system through which employees can submit ideas and concerns to the administration through CSSAC. A Bridge form can be found on the CSSAC web site. Employees who submit suggestions or concerns receive a written acknowledgement, if the form is signed. If the form is not signed, we address the concern via the Bridge subcommittee minutes.

The BRIDGE form

Comments/Suggestions: _____

Name: _____

Campus Address: _____

Phone Number: _____

_____ Check here if you prefer your name not be mentioned in conjunction with your idea/concern.

Clip and return to: The Bridge, Periodicals/ENAD or visit www.purdue.edu/cssac/Bridge/



Clerical and Service Staff Advisory Committee

PURDUE
UNIVERSITY

The BRIDGE
Inside Purdue
ENAD

What is CSSAC?

CSSAC stands for Clerical and Service Staff Advisory Committee. This group of fellow employees works with University administrators to help improve employment conditions at Purdue.

CSSAC is the path through which your concerns are heard by Purdue administration.

The committee meets monthly. It includes representatives from the campuses of West Lafayette, Calumet, Fort Wayne and North Central. During the meetings, members report on ongoing projects, share ideas, and propose ways to improve the University and its policies affecting employees.

CSSAC members must maintain and support a number of issues and policies. For that reason, they are ready and willing to discuss your concerns.

CSSAC addresses some of the following areas of concern: vacation, sick leave policy, and "perks" such as Purdue employee discounts.

No matter where you work at Purdue, you are represented by one or more of CSSAC members. Seek them out and learn more about the Clerical and Service Staff Advisory Committee.

How Can I Serve on CSSAC?

Each spring the CSSAC Membership Subcommittee interviews candidates who will succeed CSSAC members whose terms expire in the fall or who have left CSSAC.

The committee subsequently makes their recommendations to the Vice President for Business Services, who then appoints the selected candidates.

CSSAC members serve three-year terms. Approximately one-third of the members are replaced each year.

If you are interested in serving, watch *Inside Purdue* for information on how to apply.

The CSSAC Commitment:

The Clerical and Service Staff Advisory Committee was established in 1965. The Committee's official purposes and responsibilities are:

- To provide members of the clerical and service staff with a means of representative participation through suggestions and advice in the formation or change of policies affecting conditions of employment.
- To provide an effective means of communication between the clerical and service staff and the University administration.
- To act in an advisory capacity and make recommendations to the Human Resource Services' Department, which has the assigned responsibility for planning and recommending policies concerning personnel and staff benefits.